

**Employment Opportunity
Leander Police Department
Victim's Services Coordinator (Grant Funded)**

General Information

The City of Leander is located just north of Austin and is one of the fastest growing communities in Texas, currently serving a population of approximately 36,000 community members. We invite you to learn much more about our community on our website at www.leandertx.gov

The victim's services unit, which is part of the Leander Police Department criminal investigations division, is currently in need of a victim's services coordinator who would work diligently to meet the needs of a growing community with evolving service expectations. The coordinator would monitor and manage the victim and witness program of the Leander Police Department and manage its daily operations. Establish policies and procedures. Recruit, hire and evaluate any volunteer, part-time, or full-time staff. Ensure the efficient and effective program operation and engage in strategic program planning and evaluation.

General Duties

This is a full-time position. The coordinator oversees the operation of victim services and victim services volunteers. The coordinator provides victims with written notification of availability of medical or emergency services, victim's compensation, referral to social service agencies, and victim's rights. The coordinator assists victims of crime in receiving guarantees and rights as prescribed in the Texas Crime Victim Rights, including receiving protection from harm and threats, maintaining victim referral information pertinent to their case, assisting victims in obtaining social services as needed, assisting victims with crime victim's compensation submissions, assisting victims with criminal justice information and referral to the appropriate services, interviewing and following-up with certain victims / witnesses and family members of victims on police requests, and assisting with the processing of victim compensation claims. The coordinator will also manage the chaplaincy program.

The coordinator develops, analyzes, and accesses goals, objectives, and practices of the division and compiles statistical information necessary to enhance the delivery of services or tracking of effectiveness; evaluates program for effectiveness and accomplishment of goals. Writes/drafts grant applications; monitors grants to ensure compliance with terms of grant proposal and the timely issuance of required reporting.

The coordinator directs and supervises victim services staff as assigned, including training and motivating employees; assigning work and establishing and monitoring employee performance objectives; preparing and presenting employee performance evaluations; and making recommendations regarding hiring, terminating and disciplining employees; provides training and performance monitoring of volunteer staff.

The coordinator ensures effective and positive communications within the division and between other police department services, as well as a liaison between this department and a variety of external victim / witness constituent groups.

The coordinator develops and conducts public information and education programs. The coordinator develops and conducts police department training and education programs in the areas of crisis intervention, post traumatic stress, victim services program procedures, community resources and other relevant issues.

The coordinator will also assist in the development of policies and procedures; develops and maintains any budget assigned to the victim services; and attend staff meetings, monthly child advocacy meetings, or other assignments as directed.

This job requires the coordinator to maintain on-call status and responds to emergency summons by the CID staff to provide services to the victims of violent crimes and or unnatural deaths outside normal working hours.

Minimum Qualifications

Applicants must be at least 18 years of age, and have a valid Texas Driver's License. A bachelor's degree in social work, counseling, psychology, sociology, or a social or behavioral science, or related field; plus one year of experience in crisis or trauma counseling, victim services counseling or victim services coordination; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities. At least two (2) years of work experience in crisis or trauma counseling, or victim services counseling or victim services coordination; prior experience working with grant-funded programs.

Ideal Candidate

Because Leander is a growing community, the Leander victim's services unit is a high profile unit and there is a significant expectation for one-on-one interaction with members of the community and community partners. Honest and regular communication with sensitivity to the views and opinions of a growing and diverse community is imperative. The ideal candidate will meet the minimum qualifications and have experience working in the criminal justice environment

The Leander Police Department is a nationally accredited law enforcement agency through CALEA, Commission on Accreditation for Law Enforcement Agencies. The new victim's services coordinator should be a strong advocate of industry best practices.

Selection Process

Candidates must submit a Leander Police Department job application by 5:00 pm on November 6, 2014. After acceptance of the written application and the posting has closed, applicants meeting all minimum qualifications will be notified of the date and time of the written test.

On the day of the test, candidates must submit their personal history statement with all required certified documents. The personal history statement requires items such as certified birth certificate; copy of diplomas or GED; certified transcripts; copy of military discharge; credit report (dated within the allowed preparation period); court orders (as appropriate) such as: divorce, legal separation, name change, adoption, and bankruptcy. *Documents will not be returned.*

Successful candidates must pass an oral board, date and time to be announced. The top candidates must then pass a criminal background investigation. Top candidates after the oral board and background will then sit for an interview with the chief or his designee. Passing candidates will be placed on an eligibility list for conditional job offers.

The expected duration of the selection process is 9 weeks after the posting closes.

Policy on Reapplication

Applicants may reapply for posted positions any time after the completion of the selection process unless specifically notified in writing at the end of the selection process. A new application must be submitted at that time. If disqualified, applicants will be notified of the specific reason for the disqualification.

Salary

The annual salary is \$58,561 plus benefits. This position is partially funded by a grant through the Office of the Governor (OOG.)

Contact Information

Only the Leander Police Department application will be accepted, no city applications will be accepted. Applications can be found on-line at www.leanderpd.com or at the Police Department, 705 Leander Drive, Leander, TX 78641. Please forward applications by mail to Sergeant Luana Wilcox. Application deadline is November 6, 2014 at 5 PM. Equal Opportunity Employment.